



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
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NASLEMINST 1321.3K

002

JUN 04 1999

### NAS LEMOORE INSTRUCTION 1321.3K

From: Commanding Officer, Naval Air Station, Lemoore

Subj: POLICY CONCERNING INTRA-STATION/TENANT COMMAND ASSIGNMENTS  
OF ENLISTED PERSONNEL TO SUPPORT ACTIVITIES

Ref: (a) CSFWPACINST 1306.1

1. Purpose. To specify the procedures and policy regarding the intra-station support assignment of enlisted personnel from departments at Naval Air Station Lemoore to support required command billets and functions for which there is not an authorized manpower allocation. These assignments are in addition to those outlined in reference (a).

2. Cancellation. NASLEMINST 1321.3J

3. Background. The support billets discussed herein require personnel augmentation for housekeeping, general non-technical functions and requirements directed by higher authority for which there is not a corresponding manpower authorization.

4. Policy. Tenant Commands and Department Heads will provide temporary support for billets listed herein, and others as deemed necessary for the efficient operation of Naval Air Station Lemoore.

5. Action

a. Assignment. Tenant Commands and Departments will assign personnel for temporary support not to exceed 90 days to fulfill requirements as set forth below.

Self-Help Center and Hazardous Minimization Center personnel assignments will be for 120 days duration. Personnel may not be recalled earlier than the date specified on the Temporary Additional Duty (TAD) orders without Executive Officer approval. Personnel TAD may not be further assigned TAD. Personnel shall be aboard the command for 90 days prior to being sent TAD. (Exceptions to this rule will be on a case by case basis requiring Executive Officer approval.)

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<u>Billet Title</u>	<u>Rank/NEC</u>	<u>Number Required</u>	<u>Department Responsible</u>
Alternate CMS Custodian	E-6/0000	3	AIR OPS * AIMD * SUPPLY (OPS) 1 *
NAS BEQ			
Compartment Cleaners (Squadron BEQ's manned by each individual squadron personnel)	E-3 or below	10	AIMD - 5 AIR OPS - 2 SECURITY - 1 WEAPONS - 1 HOSPITAL - 1
Official Mail Center	E-3 or below	1	AIMD - 1** AIR OPS - 1**
Hazardous Material	E-3 or below	8	AIMD - 2 AIROPS - 1 SUPPLY - 1 VFA-125 - 2 FLT SQDs - 1
Rapid Supplyman	AK	4	Each FLT SQD
Rapid Supplyman Driver	AN	1	Each FLT SQD
Mess Management Specialist	MS	All but 1 MS	Each FLT SQD
MAA Force	PO	1	Each FLT SQD
Refueling Hand	AN	1	Each FLT SQD

\*Alternate CMS Custodians will remain in their parent departments but will be required to be fully trained to fulfill the requirements of a CMS Custodian. Personnel assigned to this duty will be assigned as a collateral duty only.

\*\*Personnel assigned to Postal will be U.S. citizens. All drivers will be in possession of a valid state driver's license. No NJPs within the last year. Although a security clearance is not required, drivers must maintain eligibility for a security clearance.

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b. Replacement Procedures. TAD personnel who require replacement will be replaced by the parent department with similarly qualified personnel. Normally, replacement will occur one working day prior to the individual leaving TAD status to allow for a turnover period with the exceptions of Postal which will be five working days. Replacements for those personnel separating or transferring will take place one working day prior to the individual leaving TAD status except as previously noted. Personnel who are hospitalized will require a replacement from the parent department. DAPA will individually ensure that their respective assignments are covered in their absence. Due to the possible long term absence of unauthorized absentees, a replacement will be provided as soon as the situation develops. Regular leave for TAD personnel assigned for 90 days will not normally be approved.

c. Orders. Tenant Commands will use the TAD Travel Orders NAVPERS 1320/16 for assignment of personnel.

d. Feeder Evaluations. All TAD personnel assigned from departments will prepare a feeder evaluation to cover members who report to departments during normal reporting periods. Personnel returning from TAD will also be accompanied by a FEEDER evaluation.

e. Tracking. Department LCPO's will track total time TAD, TAD assignment and relief dates while assigned to NAS Lemoore to ensure fair and equitable TAD rotation per reference (a). The Military Manpower Specialist will work with the Command Master Chief to manage all LIMDU's for tracking purposes.



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